



Seasonal Event Volunteer Coordinator Job Posting

Roger Williams Park Zoo is currently recruiting for a part-time, seasonal, Event Volunteer Coordinator. Our Seasonal Event Volunteer Coordinator is responsible for collaborating on the recruitment, scheduling, orientation, and management of the volunteers for major zoo-wide events; including, but not limited to, Members Night, Brew at the Zoo, Jack-O-Lantern Spectacular, and Spooky Zoo. The individual in this position will supervise volunteers of all ages, backgrounds, and abilities. This position is 25 hours per week, Tuesday through Saturday (with some flexibility), July 31st through November 9th.

Responsibilities:

1. Volunteer Communication Responsibilities

- Recruit volunteers through email solicitation well in advance of the event.
- Effectively communicate all volunteer policies and scheduling details to event volunteers.
- Confirm volunteer attendance one week prior to event through email.
- Answer questions and address concerns expressed by the volunteers.
- Make adjustments to the schedule as needed when last minute changes occur.

2. Volunteer Management Responsibilities

- Provide event orientation to volunteers upon arrival.
- Place volunteers at event stations/zones.
- Check in with volunteers throughout the duration of the event.
- Give breaks to volunteers as needed.
- Make volunteers feel appreciated.

3. Other functions and responsibilities

- Maintain accurate and clear records and schedules using Microsoft Word and/or Excel.
- Communicate effectively with all staff involved in executing zoo events.
- Other projects as assigned by the Manager of Volunteer Resources and/or the Director of Human Resources.

Qualifications:

Bachelor's degree or pursuit of a Bachelor's Degree required and experience working with volunteers or in event management preferred; or equivalent combination of education and experience. Demonstrated ability to interact with the general public, including individuals of all ages, backgrounds, and abilities, speak in front of large groups of people, and excellent interpersonal, written and verbal communication skills are required. Proficiency in Microsoft Office (primarily Excel, Word & Outlook) preferred.

Additional Requirements:

- Ability to work outdoors under various weather conditions.
- Flexibility to work occasional holidays and evenings.
- Ability to frequently lift 25 pounds.
- Successful completion of a background check.
- Ability to work the following dates:
 - Evenings of August 10th and August 25th, and August 26th
 - Days of August 26th, October 28th, and October 29th
 - Every Friday and Saturday night from October 6th through November 4th

If you are interested in this exciting opportunity to be a team member at a well-renowned Zoo in the New England area, send a cover letter, resume and salary requirements to employment@rwpzoo.org or to:

Roger Williams Park Zoo
Attn: Seasonal Event Volunteer Coordinator Search
1000 Elmwood Ave.
Providence, RI 02907